



# KANSAS INFANT-TODDLER SERVICES

## TECHNICAL ASSISTANCE BULLETIN

TAB #1

JULY, 1996

### SUGGESTED GUIDELINES FOR MINIMIZING INTERRUPTION OF SERVICES FOR CHILDREN AND FAMILIES ENROLLED IN KANSAS INFANT TODDLER NETWORKS

#### **INTRODUCTION**

Families and children receiving services outlined on an Individualized Family Service Plan (IFSP) ideally should receive the services and supports as planned. Circumstances may prevail, however, that require staffing or service adjustments during the time that the plan is being implemented. Over the course of the year, interruptions that range from minor to major may be encountered.

#### **BACKGROUND**

Planning for the delivery of service for children enrolled in Infant Toddler Services takes place in collaboration with families and professionals through the Individualized Family Service Plan (IFSP) process. The outcomes identified in the IFSP document reflect levels for service to meet the child's and family's needs. It is, therefore, important that they be carried out as planned.

In Kansas, direct services to infants and toddlers are provided in a number of ways and by a variety of professional staff. It is likely that short and long term interruptions in service delivery will occur. Each situation will be unique and solutions to the interruptions will need to be tailored to individual family needs.

In addition, K.A.R. 28-4-561 requires ..."Steps to be considered in developing a transition plan that is included in the IFSP shall include .... (7) mechanisms to ensure the uninterrupted provision of appropriate services to the child, including the summer months."

#### **DEFINITIONS**

**Short term interruption:** infrequent and brief, include such items as child's or therapist's illness, weather conditions, child's hospitalization, holidays, family emergencies.

**Long term interruption:** includes items such as family extended vacation or illness, child's hospitalization, staff resignations, staff training, staff extended illness, staff maternity leave.

**RECOMMENDED ACTIONS****Short term interruptions:**

- Discussion takes place at the IFSP meeting about the family's preference for service options in case of short term interruptions.
- The service coordinator, direct service provider or the family notifies the team about the interruption and makes appropriate and agreed upon arrangements such as rescheduling or substitutions.
- Direct service staff, service coordinator and family work together to determine options for alternate service. This could include use of qualified substitutes or volunteers, providing parent training information/ home programs, rotating schedule so that the sessions for the same children are not always canceled (i.e. Monday holidays), rotating staff to cover for absent therapist, transferring service delivery to hospital staff.

**Long term interruptions:**

- Plans and options for how to accommodate a long term interruption of services are discussed at an IFSP meeting with the family and other participants. These plans may be detailed in the "transition" section of the IFSP document. Options to accommodate changes on the IFSP include use of support disciplines, substitutes, cross training of staff, rescheduling, extension of professional contracts, or arrangements with alternate providers, such as hospital staff.
- The service coordinator is notified prior to or when it is known that there will be any long term interruptions.
- The service coordinator contacts the family and team members to explain the reason for the interruption and the recommendations about making adjustments to the service delivery on the IFSP.
- The service coordinator makes appropriate documentation regarding the changes to the IFSP and facilitates the delivery of the revised services.
- Provider agencies and staff should demonstrate a good faith effort to maintain contact with the family in order to resume services when family circumstances or preferences are the basis for the interruption.